

1.1 Office Machine Operator (GS-350-04)

Form III-3 Position Description

Labor Category:

____ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature

Title: HR Specialist

Position: Office Machine Operator, GS-350-04.

Minimum Years Experience: 1 year of general experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed): 2 years above high school.

Duties:

Provides messenger services, office machine operation, and office support.

Abilities/Skills/Knowledge Required by the Position:

Skill to set up, operate, and make minor adjustments to automatically controlled copiers, sorters, and fax machines.

Ability to diagnose office equipment malfunctions and operating problems and to perform adjustments.

Knowledge of internal office procedures to copy, sort, fax, and verify document legibility and completeness, as well as to assist in filing and perform clerical tasks.

Ability to distribute a wide variety of documents to the proper locations on time.

Ability to listen, understand, and communicate both verbally and in writing with a high degree of courtesy and tact to receive instructions, deliver mail, request office machine repairs, and perform other office tasks.

Supervisory Controls:

The leader or supervisor provide instructions and resolve conflicts in scheduling of messenger services and in cases involving the need for major equipment repairs. Incumbent performs routine assignments independently. The structure of the work, customer comments, and flow of documents provide the leader and supervisor with a continuing form of review.

Guidelines:

Guidelines and precedents are specific, complete, and available. They pertain to basic procedures such as equipment set up, operation, and scheduled cleaning and maintenance. Guidelines and precedents for mail distribution and office tasks are similarly specific, complete, and available. Incumbent works in strict adherence to these guidelines.

**MEO Messenger
Office Machine Operator
GS-350-04**

I. Introduction

This position is located in the Office of Grants Support Services, OER, OD, NIH, as part of the Government's Most Efficient Organization (MEO) responsible for extramural support in the development, review, and management of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing messenger, copying, and clerical services to the MEO Director, Hub, Task Unit members, Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH staff is located in all the extramural activities and components of the NIH Institutes and Centers. Major duties and responsibilities include providing messenger services, office machine operation, and office support. May be assigned to any of the various MEO Task Units, Hubs, or ICs and perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

II. Duties and Responsibilities

MESSENGER SERVICES

60%

Following a daily schedule, the incumbent collects, sorts, and delivers a variety of documents from various locations in the NIH Campus and Rockville, as well as outlying buildings. In addition to the cited campus sites, incumbent may be required to go to offices in Bethesda, the Rockledge area, and on Democracy Boulevard as well as in various office buildings located on Executive Boulevard. This would entail heavy use of the NIH bus transportation as well as extensive walking. As requested, makes additional special trips to pick up and deliver documents to all NIH buildings. Documents include grant applications, general mail, travel orders, tickets, computer printouts, and cash from the Agent Cashier for various purchase items such as parking stickers and metro fare cards. Upon request, meets NIH shuttle to pick up "special" envelopes, and delivers them to the proper destination.

OFFICE MACHINE OPERATION

20%

Incumbent has responsibility for providing photocopying services to the assigned work area. Photocopies a large volume of research material, correspondence, reports, charts, and graphs; and takes the initiative to schedule own work, based on

Task Unit Leader instructions, to meet requested priorities and deadlines. Checks copies for legibility, completeness, and proper alignment. Arranges documents in proper order and returns them to the appropriate office in a timely manner.

Maintains copying equipment in working condition by cleaning it daily, removing jammed paper and making adjustments and minor repairs as needed. Adds necessary chemicals as required to ensure optimum quality of photocopies. Assures that sufficient supplies are always on hand to operate the machine by ordering and purchasing various sizes of copier paper and toner from the NIH self-service store. Upon receipt of supplies, incumbent is responsible for verifying the number and type of supplies received, keeping written accountability of items, and stocking shelves. Requests repair service when faulty operation is caused by need for new parts or major adjustments of a technical or mechanical nature. If necessary, calls in meter readings to the vendors at the end of each month.

Responsible for proper functioning of the fax machine. Replaces toner cartridges when necessary. Corrects minor malfunctions independently and requests repair service when needed. Removes messages, as needed, and delivers to appropriate staff member. Controls supply inventory for fax machine and replenishes it when needed.

Shreds documents and ensures that they are properly disposed and removed from the mailroom.

OFFICE DUTIES

20%

Coordinates with supported employees to verify which items must be transported. Before calling the NIH Transportation Office to pick up items, ensures all items are in a covered box and taped. Ensures that items to be recycled are in the proper containers and are picked up. In addition, makes a list of all surplus equipment and gives this list to the Task Unit Leader.

Delivers all large equipment items to the appropriate office. Provides assistance in placing the equipment on the desired location.

Assists with filing and other clerical functions, as instructed by Task Leader.

Performs other related duties as assigned.

III. Factors

Factor 1: Knowledge Required by the Position

- Skill to set up, operate, and make minor adjustments to automatically controlled copiers, sorters, and fax machines.
- Ability to diagnose office equipment malfunctions and operating problems and to perform adjustments.
- Knowledge of internal office procedures to copy, sort, fax, and verify document legibility and completeness, as well as to assist in filing and perform clerical tasks.
- Ability to distribute a wide variety of documents to the proper locations on time.
- Ability to listen, understand, and communicate both verbally and in writing with a high degree of courtesy and tact to receive instructions, deliver mail, request office machine repairs, and perform other office tasks.

Factor 2: Supervisory Controls

The leader and supervisor provide instructions and resolve conflicts in scheduling of messenger services and in cases involving the need for major equipment repairs. Incumbent performs routine assignments independently. The structure of the work, customer comments, and flow of documents provide the leader and supervisor with a continuing form of review.

Factor 3: Guidelines

Guidelines and precedents are specific, complete, and available. They pertain to basic procedures such as equipment set up, operation, and scheduled cleaning and maintenance. Guidelines and precedents for mail distribution and office tasks are similarly specific, complete, and available. Incumbent works in strict adherence to these guidelines.

Factor 4: Complexity

Work consists of operating and maintaining automated copiers with collators, and fax machines to reproduce readable copies of documents. Incumbent makes the proper set up after considering the kind and nature of the document to be reproduced, operates the equipment to make the copies and properly sort as necessary. The customer determines specifics of each assignment, which creates conflicts in work priorities. The incumbent maintains accurate production records for documents copied and equipment operated in support of MEO data

requirements. Incumbent also distributes administrative documents and materials, which sometimes include transporting monetary amounts up to \$300. This is complicated by the numerous building locations to which the employee must travel, as well as the special, last-minute requests from numerous employees in the MEO organization and all of the NIH ICs. In addition, the incumbent assists with filing and other office clerical tasks. Furthermore, the employee is expected to independently perform all procedures assigned in a proactive, courteous, and timely manner.

Factor 5: Scope and Effect

The purpose of the work is to provide and messenger services, office machine operation and maintenance, and office clerical support, which facilitates the work of others in the MEO and ICs. The work does not affect the accuracy or reliability of the subject matter, but affects the timeliness of NIH grants and contract proposals, as well as related documents and packages.

Factor 6: Personal Contracts

Personal contacts include all the MEO staff, the extramural NIH IC employees, and other general administrative support employees such as travel and payroll.

Factor 7: Purpose of Contacts

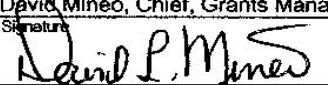
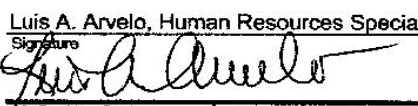
Contacts are to receive or deliver work. There are usually no items of disagreement or negotiation, except where conflicts in work priorities arise.

Factor 8: Physical Demands

Employee spends long periods of time walking, standing, stooping, and reaching. Work also involves lifting of moderately heavy items such as boxes of paper and other equipment supplies weighing up to 30 pounds.

Factor 9: Work Environment

Work is performed both in the office and in the various other buildings on and off the NIH campus. The incumbent also uses the NIH transportation system on a daily basis to pick up and deliver mail. Since work requires travel between buildings, the incumbent is exposed to all weather elements.

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other			3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Bethesda			5. Duty Station Bethesda			6. OPM Certification No.		
Explanation (Show any Position replaced)			7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code		
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither			12. Sensitivity <input checked="" type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive			14. Agency Use		15. Classified/Graded by		
a. Office of Personnel Management			b. Department, Agency or Establishment			c. Second Level Review			d. First Level Review			e. Recommended by Supervisor or Initiating Office	
Official Title of Position Duplicating Equipment Operator			Pay Plan GS			Occupational Code 350			Grade 4			Initials MA	
Date 6-9-03			Date 6/9/03			Date 6/9/03			Date 6/9/03			Date 6/9/03	
16. Organizational Title of Position (if different from official title)												17. Name of Employee (if vacancy, specify)	
18. Department, Agency, or Establishment DHHS						c. Third Subdivision OER							
a. First Subdivision NIH						d. Fourth Subdivision OGSS							
b. Second Subdivision OD						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.													
a. Typed Name and Title of Immediate Supervisor David Mineo, Chief, Grants Management Officer, NIDDK, NIH						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature 						Date 6/9/03							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position Equipment Operator Series, TS-33, 11/78.							
Typed Name and Title of Official Taking Action Luis A. Arvelo, Human Resources Specialist, OHR, NIH						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature 						Date 6-9-03							
23. Position Review													
a. Employee (optional)		Initials		Date		Initials		Date		Initials		Date	
b. Supervisor		Initials		Date		Initials		Date		Initials		Date	
c. Classifier		Initials		Date		Initials		Date		Initials		Date	
24. Remarks FPL=GS-4													

25. Description of Major Duties and Responsibilities (See Attached)

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